



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PRINCIPAL LIBRARIAN

Class No. 004048

■ CLASSIFICATION PURPOSE

To perform difficult and complex professional library work of a specialized or administrative nature in planning, directing, organizing and coordinating a major activity of the library system; and perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Incumbents report to the Deputy Director, County Library and use independent judgment and initiative in developing and coordinating library programs and services. This class is distinguished from the next lower class, Librarian III, in that the former is responsible for the management and supervision of a major operations division.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Program Services: Responsible for the outreach to underserved audiences, facility services (planning new buildings, refurbish and/or remodeling), managing Books by Mail and Mobile Libraries.

Technical Services: Responsible for collection development, selection, acquisition, and cataloging library materials.

Access Services: Responsible for working with automation vendors, circulation system, training and automation/technological innovations for Librarians and Technicians.

Specialty Services: Responsible for publicity/advertisement, public relations, grant writing, marketing, fund raising, and strategic planning.

Essential Functions:

1. Supervises and evaluates the work of professional librarian staff.
2. Develops staff training programs.
3. Plans and coordinates programs and services within broad policy outlines.
4. Assists with the formulation and interpretation of library policies.
5. Assists in planning for the establishment of new branches and coordinates the development of branch libraries.
6. Assists with strategic planning.
7. Assists in preparing and managing the operating budget for assigned area of responsibility and supervising expenditures.
8. Evaluates requirements, trends, and effectiveness of services.
9. Identifies problems and deficiencies in services and determines solutions.
10. Writes grant proposals and implements grant projects.
11. Coordinates library services and public relations activities with other County departments, city councils, and community agencies.
12. Conducts surveys, assembles data, and writes reports.
13. May act in the absence of the Deputy Director.

14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of librarianship, including public and technical services, planning and public relations.
- Library programs and their relationship to community needs.
- Library organization including staffing, technical operation, and physical arrangement.
- Principles and practices of public administration and management.
- Operation, development, and maintenance of library facilities.
- Functions and responsibilities of various departments.
- Principles and practices of supervision and staff development.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Understand and interpret County library organization procedures and operations.
- Plan, develop, and implement expansion programs and procedures.
- Interpret blueprints and specification data.
- Make effective presentations before groups.
- Plan, schedule, and assign work to achieve the most effective utilization of staff.
- Manage personnel and conduct performance appraisals.
- Coordinate work of assigned divisions with that of other divisions of the library system.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: possession of a master's degree in Library Science from an American Librarian Association accredited university; AND five (5) years of relevant, professional, journey-level, library work, which include two (2) years in a supervisory and/or administrative capacity.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: June 2, 1987
Revised: March 12, 2003
Reviewed: Spring 2004